

CHECKLIST TO DESIGNATE AREAS OF EVALUATION FOR REQUESTS FOR PROPOSAL (RFP)

MDOT PROJECT MANAGER James Daavettila, P.E.			JOB NUMBER (JN) Various	CONTROL SECTION (CS) Various
DESCRIPTION IF NO JN/CS "As Needed" Construction Staking Services				
MDOT PROJECT MANAGER: Check all items to be included in RFP. WHITE = REQUIRED GRAY SHADING = OPTIONAL			CONSULTANT: Provide only checked items below in proposal.	
Check the appropriate Tier in the box below				
<input checked="" type="checkbox"/> TIER I (\$25,000-\$99,999)	<input type="checkbox"/> TIER II (\$100,000-\$250,000)	<input type="checkbox"/> TIER III (>\$250,000)		
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Understanding of Service	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Innovations</i>	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Safety Program</i>	
N/A	<input type="checkbox"/>	<input type="checkbox"/>	Organization Chart	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Qualifications of Team	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Past Performance	
Not required as part of official RFP	Not required as part of official RFP	<input type="checkbox"/>	Quality Assurance/Quality Control	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Location: The percentage of work performed in Michigan will be used for all selections unless the project is for on-site inspection or survey activities, then location should be scored using the distance from the consultant office to the on-site inspection or survey activity.	
N/A	N/A	<input type="checkbox"/>	Presentation	
N/A	N/A	<input type="checkbox"/>	Technical Proposal (if Presentation is required)	
3 pages (MDOT forms not counted) (No Resumes)	7 pages (MDOT forms not counted)	19 pages (MDOT forms not counted)	Total maximum pages for RFP not including key personnel resumes	

REQUEST FOR PROPOSAL

The Michigan Department of Transportation (MDOT) is seeking professional services for the project contained in the attached scope of services.

If your firm is interested in providing services, please indicate your interest by submitting a Proposal, Proposal/Bid Sheet or Bid Sheet as indicated below. The documents must be submitted in accordance with the latest "Consultant/Vendor Selection Guidelines for Service Contracts" and "Guideline for Completing a Low Bid Sheet(s)", if a low bid is involved as part of the selection process. **Referenced Guidelines are available on MDOT's website under Doing Business > Vendor/Consultant Services > Vendor/Consultant Selections.**

RFP SPECIFIC INFORMATION

☒ BUREAU OF HIGHWAYS ☐ BUREAU OF TRANSPORTATION PLANNING ** ☐ OTHER

THE SERVICE WAS POSTED ON THE ANTICIPATED QUARTERLY REQUESTS FOR PROPOSALS

☒ NO ☐ YES DATED _____ THROUGH _____

<input checked="" type="checkbox"/> Prequalified Services – See page <u>1</u> of the attached Scope of Services for required Prequalification Classifications.	<input type="checkbox"/> Non-Prequalified Services - If selected, the vendor must make sure that current financial information, including labor rates, overhead computations, and financial statements, if overhead is not audited, is on file with MDOT's Office of Commission Audits. This information must be on file for the prime vendor and all sub vendors so that the contract will not be delayed.
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☒ **Qualifications Based Selection** – Use Consultant/Vendor Selection Guidelines

For all Qualifications Based Selections, the section team will review the information submitted and will select the firm considered most qualified to perform the services based on the proposals. The selected vendor will be contacted to confirm capacity. Upon confirmation, that firm will be asked to prepare a priced proposal. Negotiations will be conducted with the firm selected.

****For RFP's that originate in Bureau of Transportation Planning only**, a priced proposal must be submitted at the same time as, but separate from, the proposal. Submit directly to the Contract Administrator/Selection Specialist, Bureau of Transportation Planning (see address list, page 2). The priced proposal must be submitted in a sealed envelope, clearly marked "**PRICE PROPOSAL.**" The vendor's name and return address **MUST** be on the front of the envelope. The priced proposal will only be opened for the highest scoring proposal. Unopened priced proposals will be returned to the unselected vendor(s). Failure to comply with this procedure may result in your priced proposal being opened erroneously by the mail room.

For a cost plus fixed fee contract, the selected vendor must have a cost accounting system to support a cost plus fixed fee contract. This type of system has a job-order cost accounting system for the recording and accumulation of costs incurred under its contracts. Each project is assigned a job number so that costs may be segregated and accumulated in the vendor's job-order accounting system.

☐ **Qualifications Review / Low Bid** - Use Consultant/Vendor Selection Guidelines. See Bid Sheet Instructions for additional information.

For Qualification Review/Low Bid selections, the selection team will review the proposals submitted and post the date of the bid opening on the MDOT website. The notification will be posted at least two business days prior to the bid opening. Only bids from vendors that meet proposal requirements will be opened. The vendor with the lowest bid will be selected. The selected vendor may be contacted to confirm capacity.

☐ **Best Value** - Use Consultant/Vendor Selection Guidelines. See Bid Sheet Instructions below for additional information. The bid amount is a component of the total proposal score, not the determining factor of the selection.

☐ **Low Bid** (no qualifications review required - no proposal required.) See Bid Sheet Instructions below for additional instructions.

BID SHEET INSTRUCTIONS

A bid sheet(s) must be submitted in accordance with the "Guideline for Completing a Low Bid Sheet(s)" (available on MDOT's website). The Bid Sheet(s) is located at the end of the Scope of Services. Submit bid sheet(s) separate from the proposal, to the address indicated below. The bid sheet(s) must be submitted in a sealed manila envelope, clearly marked "**SEALED BID.**" The vendor's name and return address **MUST** be on the front of the envelope. Failure to comply with this procedure may result in your bid being opened erroneously by the mail room and the bid being rejected from consideration.

PROPOSAL SUBMITTAL INFORMATION

REQUIRED NUMBER OF COPIES FOR PROJECT MANAGER 4	PROPOSAL/BID DUE DATE 3/6/09	TIME DUE 1:00 P.M.
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PROPOSAL AND BID SHEET MAILING ADDRESSES

Mail the multiple proposal bundle to the MDOT Project Manager or Other indicated below.

☒ MDOT Project Manager ☐ MDOT Other

James Daavettila, P.E. Delivery Engineer
Fonda Place - Suite 500
10321 Grand River Ave.
Brighton, MI 48116

Mail one additional stapled copy of the proposal to the Lansing Office indicated below.

Lansing Regular Mail	OR	Lansing Overnight Mail
<input checked="" type="checkbox"/> Secretary, Contract Services Div - B470 Michigan Department of Transportation PO Box 30050 Lansing, MI 48909		Secretary, Contract Services Div - B470 Michigan Department of Transportation 425 W. Ottawa Lansing, MI 48933
<input type="checkbox"/> Contract Administrator/Selection Specialist Bureau of Transportation Planning B470 Michigan Department of Transportation PO Box 30050 Lansing, MI 48909		Contract Administrator/Selection Specialist Bureau of Transportation Planning B470 Michigan Department of Transportation 425 W. Ottawa Lansing, MI 48933

GENERAL INFORMATION

Any questions relative to the scope of services must be submitted by e-mail to the MDOT Project Manager. Questions must be received by the Project Manager at least four (4) working days prior to the due date and time specified above. All questions and answers will be placed on the MDOT website as soon as possible after receipt of the questions, and at least three (3) days prior to the RFP due date deadline. The names of vendors submitting questions will not be disclosed.

MDOT is an equal opportunity employer and MDOT DBE firms are encouraged to apply. The participating DBE firm, as currently certified by MDOT's Office of Equal Opportunity, shall be listed in the Proposal

MDOT FORMS REQUIRED AS PART OF PROPOSAL SUBMISSION

5100D – Request for Proposal Cover Sheet
5100G – Certification of Availability of Key Personnel
5100I – Conflict of Interest Statement

(These forms are not included in the proposal maximum page count.)

Michigan Department of Transportation

**SCOPE OF SERVICE
FOR
“AS-NEEDED” CONSTRUCTION SERVICES
Construction Staking**

CONTROL SECTIONS(S): Various

JOB NUMBER(S): Various

PROJECT LOCATION(S): Various locations within the Livingston and Washtenaw Counties

DESCRIPTION OF WORK:

Provide staking services “as needed” for road and/or bridge construction work which will include performing staking services during construction and office work to close project out (“finaling”) after construction for the staking work performed. The surveyors shall work under the direction of the Project Engineer Manager. Staking will be performed on various projects and may be needed full time or at various given times (overtime may be necessary.)

This solicitation may result in selection of surveying and staking services of one firm.

If at anytime MDOT can perform the surveying operations the contract will be void and MDOT will resume all staking duties with no compensation given to the consultant.

At anytime throughout the consultant contract MDOT may supply a person to be utilized on the staking crew. The person will still work for MDOT and be paid by MDOT for all hours worked.

ANTICIPATED START DATE: April 1, 2009

ANTICIPATED COMPLETION DATE: December 31, 2009

PRIMARY PREQUALIFICATION CLASSIFICATION:

Right-of-Way Surveys
Construction Staking

SECONDARY PREQUALIFICATION CLASSIFICATION:

None

DBE REQUIREMENT: N/A

MDOT PROJECT MANAGER:

James Daavettila, P.E.
Brighton TSC
10321 Grand River Ave
Suite 500, Brighton, MI 48116
Phone: 810-225-2602
Fax: 810-227-4681
Email: daavetilaj@michigan.gov

CONSULTANT RESPONSIBILITIES:

This Scope of Services consists of performing to the satisfaction of the Department all construction staking operations that are to be performed by “the Engineer” as indicated in Section 104.08 of the 2003 Standard Specifications for Construction, all Special Provisions, and applicable errata. On projects that contain a bridge portion and the Contractor Staking provisions have been removed, the consultant will be responsible for setting all grades, elevations, etc necessary for construction of the bridge as determined by the Project Engineer Manager.

Right of Way staking, establishing horizontal and vertical control points and establishment of bench marks shall be performed by the Consultant prior to the contractor starting work. Consultant services will begin upon approval for consultant services from MDOT. No work is to start until approval is received.

The Consultant’s principal contact with the Department shall be through the designated Project Engineer Manager.

The Consultant agrees to demonstrate the knowledge and performance in compliance with the standard construction practices of the Department; the project specific construction contracts, proposal, and plans; the Standard Specifications for Construction and all applicable publications referenced within; the Michigan Construction Manual; and any and all other references, guidelines, and procedures manuals needed to carry out the work described herein in an appropriate manner.

At the request of the Department, the Consultant, during the progress of the Services, shall furnish information or data relating to the Services described herein and may be required by the Department to enable it to carry out or to proceed with related phases of the Project not described herein, or which may be necessary to enable the Department to furnish information to the consultant upon which to proceed with further Services.

Since the Services described herein are financed in whole or in part with Federal or State funds, the Services shall comply with all applicable Federal and State laws and regulations.

The Consultant shall also furnish all materials, equipment, supplies and incidentals necessary to perform the Services (other than those designated in writing to be furnished by the Department), and check and/or test them prior to use in carrying out this work.

The Consultant is responsible for verifying all plan grades, sewer invert and outlet grades, top of casting grades and all other necessary grades for construction of project prior to staking.

The surveyors will immediately bring to the attention of the Project Engineer Manager the failure by the Contractor to comply with a plan or specification requirement, any problem, trends toward borderline compliance, or any other occurrence which may require resolution by the Engineer.

The surveyors shall provide their own transportation to, from, and on the project site to perform the services outlined herein.

The surveyors shall have all equipment necessary to provide detailed drawings, profiles etc when requested by the Engineer.

The Consultant shall provide MDOT with two cellular or Nextel phones for use throughout the life of the contract. All charges for these phones will be paid by the Consultant.

The Consultant shall perform field operations in accordance with the Department's Personal Protective Equipment (PPE) Policy, MIOSHA regulations and accepted safety practices.

The surveyors shall attend all project related meetings, when directed by the Project Engineer Manager.

The Consultant shall provide all required reference materials including, but not limited to, MDOT Standard Specifications, Materials Sampling Guide, Construction Manual, and any and all other necessary applicable references, guidelines and procedures manuals.

All overtime for the Consultant must be authorized by the Project Engineer Manager prior to the start of the work by the Consultant.

The Project Engineer Manager shall be immediately notified of any staking requests which may be received by the Consultant directly from the Construction Contractor.

The Consultant shall return to the Project Engineer Manager at the completion of this Agreement any and all project specific materials and documents furnished to the consultant by the Project Engineer Manager.

The Consultant shall provide original and final plotted cross sections and final volume calculations of a format meeting the prior approval of the Project Engineer Manager for

all earthwork, undercuts, muck excavation, swamp backfill, and topsoil stripping and will determine final quantities for these items by plan sheet breakdown. Intermediate plotted cross sections will be provided by the Consultant to verify interim earthwork quantities when requested by the Department. The Consultant shall also provide to the Project Engineer Manager a final “as constructed” full sized set of paper plans documenting all changes of vertical and horizontal alignment, all drainage and subsurface changes, and other miscellaneous changes.

Keep field notes, sketches, logs and records consistent with Department practice. The Consultant shall provide the surveyors with lap top computers (or equivalent) with Field Manager and/or Field Book software. A daily report of staking progress shall be kept using the format of the Inspector’s Daily Reports (IDRs). The surveyors shall deliver their IDRs to the Project Engineer Manager’s office daily.

Staking documentation and field notes shall be legally bound, signed, checked, dated and provided by the Consultant in a neat and orderly manner as approved by the Project Engineer Manager prior to the start of the related work. The field notes and grade computation documents shall become the property of the Department upon completion of the work. The field notes and computation documents may be inspected by the Department at any time. Failure to provide the field notes and grade computation documents upon completion of the work could result in non payment for consultant services.

The Consultant shall supply all stakes, survey equipment, personnel and other devices necessary for checking, marking, preserving and maintaining all points, lines and grades. Stakes will be set and marked in a manner that will permit checking of the work.

The Consultant shall be responsible for any errors that occur on the project due to a staking error. The Consultant will be responsible to compensate MDOT for the additional costs incurred due to a staking error on the project. At such time the error is discovered MDOT will meet with the Consultant to discuss options to rectify the error. Once final costs are received from the Contractor for the additional work to rectify the problem, MDOT will forward a copy to the consultant for reimbursement.

MDOT RESPONSIBILITIES:

The Project Engineer Manager shall determine if a staking error or omission has occurred. The Project Engineer Manager will notify the Consultant in writing within 10 business days of the error or omission.

The Project Engineer Manager shall furnish to the Consultant all Project-specific construction contracts, proposals, plans, shop drawings, plan revisions, written instructions, and other information and/or data as deemed necessary by the Project Engineer Manager for the Consultant to perform the services required herein.

CONSULTANT PAYMENT – Actual Cost Plus Fixed Fee:

Compensation for this project shall be on an **actual cost plus fixed fee** basis. This basis of payment typically includes an estimate of labor hours by classification or employee, hourly labor rates, applied overhead, other direct costs, subconsultant costs, and applied fixed fee.

All billings for services must be directed to the Department and follow the current guidelines. The latest copy of the "Professional Engineering Service Reimbursement Guidelines for Bureau of Highways" is available on MDOT's website. This document contains instructions and forms that must be followed and used for billing. Payment may be delayed or decreased if the instructions are not followed.

Payment to the Consultant for services rendered shall not exceed the maximum amount unless an increase is approved in accordance with the contract with the Consultant. Typically, billings must be submitted within 60 days after the completion of services for the current billing. The final billing must be received within 60 days of the completion of services. Refer to your contract for your specific contract terms.

Direct expenses, if applicable, will not be paid in excess of that allowed by the Department for its own employees in accordance with the State of Michigan's Standardized Travel Regulations. Supporting documentation must be submitted with the billing for all eligible expenses on the project in accordance with the Reimbursement Guidelines. The only hours that will be considered allowable charges for this contract are those that are directly attributable to the activities of this project.

The use of overtime hours is not acceptable unless prior written approval is granted by the MDOT Region Engineer/Bureau Director and the MDOT Project Manager. Reimbursement for overtime hours that are allowed will be limited to time spent on this project in excess of forty hours per person per week. Any variations to this rule should be included in the priced proposal submitted by the Consultant and must have prior written approval by the MDOT Region Engineer/Bureau Director and the MDOT Project Manager.

The fixed fee for profit allowed for this project is 11.0% of the cost of direct labor and overhead.

The hours provided are only an estimate. The Consultant will be reimbursed a proportionate share of the fixed fee based on the portion of the authorized total hours in which services have been provided to the Department. Fixed fee on "as needed" projects is computed by taking the percent of actual labor hours billed to labor hours authorized, then applying that percentage to the total fixed fee authorized.

The hours billed for inspectors will not begin until the inspectors report to the project site or to the project office.